

EMPLOYEE'S REQUEST FOR PRE-RETIREMENT LEAVE

PLEASE TYPE OR PRINT

Name of Employee Requesting Pre-Retirement Leave: _____

Civil Service Title: _____ Unit or Office: _____

Personnel Number: _____ Retirement Date: _____

Proposed Leave Start Date: _____

INSTRUCTIONS:

Employee:

Sign and attach all retirement documents prior to requesting the 20-day pre-retirement leave through your supervisor.

Supervisor:

Ensure that retirement documents have been completed and signed by the employee before attaching to this form and forwarding to the appropriate Unit Head.

☐ Approved ☐ Disapproved

Supervisor's title and signature: _____

Unit Head:

Ensure that the employee has signed and dated the necessary retirement documents prior to the granting of pre-retirement leave. If the request is for more than 20 days of pre-retirement leave, forward request and documentation to the Deputy Secretary for an exception to the 20 days.

☐ Approved ☐ Disapproved

Unit Head's title and signature: _____

Deputy Secretary:

Review request and approve or disapprove, and return this request to the Unit Head, along with retirement documents.

☐ Approved ☐ Disapproved

Deputy Secretary's signature: _____

Employees on pre-retirement leave shall not perform work which would be in violation of La. R.S. 42:1121 "Post Employment", as outlined in the "Code of Governmental Ethics".